

# **Fund Raising Activities in Area III**

## **Approval Process**

**Step 1:** Prepare a memorandum requesting permission from the Installation Commander, United States Army Support Activity Area III. Include the following information: event date, location, nature or purpose of the activity, sponsoring organization, participating personnel, and if applicable a description of the items to be sold. The unit commander or sponsoring organization president or official must endorse the memorandum. Review Army Regulation 600-29, *Fund-Raising within the Department of the Army*, 1 June 2001,

**Step 2:** Obtain a legal review from the Administrative Law Division, Area III & Camp Humphreys Legal Center (Building T-734). Provide a separate memorandum for the Installation Commander's signature of approval. The Legal Center will provide a written legal review which will outline procedures necessary before submitting the fundraising request to the Installation Commander. For example, fundraising activities frequently require the prior approval of the regional managers of the Army and Air Force Exchange Service (AAFES) and Morale, Welfare and Recreation (MWR).

**Step 3:** Take the legal review and all other documents to Mr. Harry M. Parent at DPTMS, (Building T-251, DSN: 753-6142), to reserve the area for the fundraising activity. The Installation Commander is located in the same building. The Command Group Secretary is available at DSN: 753-6108.

**Step 4:** If approved, retain a copy of the approval memorandum and provide to personnel at the fundraising site.

## **Other Requirements**

Observe sanitation and food safety standards. See the Cooking Guide available at the Area III & Camp Humphreys Legal Center.

Appoint an Officer-in-Charge or primary representative from your organization to be present at the fundraiser.

Observe Status of Forces Agreement (SOFA) prohibitions and limitations. For example, absolutely no alcohol or tobacco products will be served or sold at the fund raiser.

Do not use Government equipment such as vehicles to transport items for the fundraising activity. Remember Government equipment is for official use only.

Military personnel may participate in a fundraising activity only on a volunteer basis during off duty hours and may not be tasked by their chain of command.

Competition with an appropriated fund instrumentality such as the AAFES Post Exchange or a non appropriated fund instrumentality such as an MWR club is prohibited.